

Emergency Action Plan (EAP)

OSHA Standard 29 CFR 1910.38

Emergency situations such as fire, medical emergencies, hazardous material release, bomb threats, flooding, and all other emergencies may require employees to evacuate this building. The purpose of An Emergency Action Plan (EAP), along with proper employee training and awareness, is to eliminate and/or minimize risk to personnel and property. The EAP is intended to communicate the policies and procedures that employees shall follow in an emergency situation. Each employee should know what his/her role is in carrying out the plan. This written plan shall be made available to all employees and a copy should be posted in every building required to have an EAP.

Under this plan, employees shall be trained and knowledgeable of the:

- requirements for reporting fires and other emergencies,
- alarm system(s) used for notification of evacuation,
- emergency escape procedures and routes,
- designated assembly area for employees after evacuating the building,
- procedures to account for all employees after an emergency evacuation and,
- the roles and responsibilities of key individuals who shall be responsible for specific tasks during an emergency.

In addition, refresher training is required whenever the employee's responsibilities or designated actions under the EAP change, and whenever the plan itself is modified.

Emergency Preparedness

Safety Training Handout

Knowing how to respond in an emergency is often the difference between life and death. Seconds matter.

■ **Five key things you should know**

- Where alarms are located and what they sound and look like.
- Multiple routes and exits out of the building.
- Where the “kill switch” is located on your equipment.
- When to use a fire extinguisher.
- Don’t re-enter the building until the “all clear” signal is given, and always meet at the designated check-in location.

■ **Know your role**

- Know the location of your nearest first aid kits.
- Know more than one exit out of the building.
- Remember: Dial 911 to report an emergency.
- Know the name and location of “first responders” who know first aid and CPR.

■ **When responding in an emergency**

- Stay calm – don’t panic.
- Assess the scene. Could you put yourself in greater danger?
- Get professional help immediately.
- Keep victims as calm and comfortable as possible.

■ **Watch for hazards and report them. These include:**

- Clutter, like piles of paper.
- Open combustible and flammable materials.
- Chemicals.
- Frayed wiring, extension cords used improperly